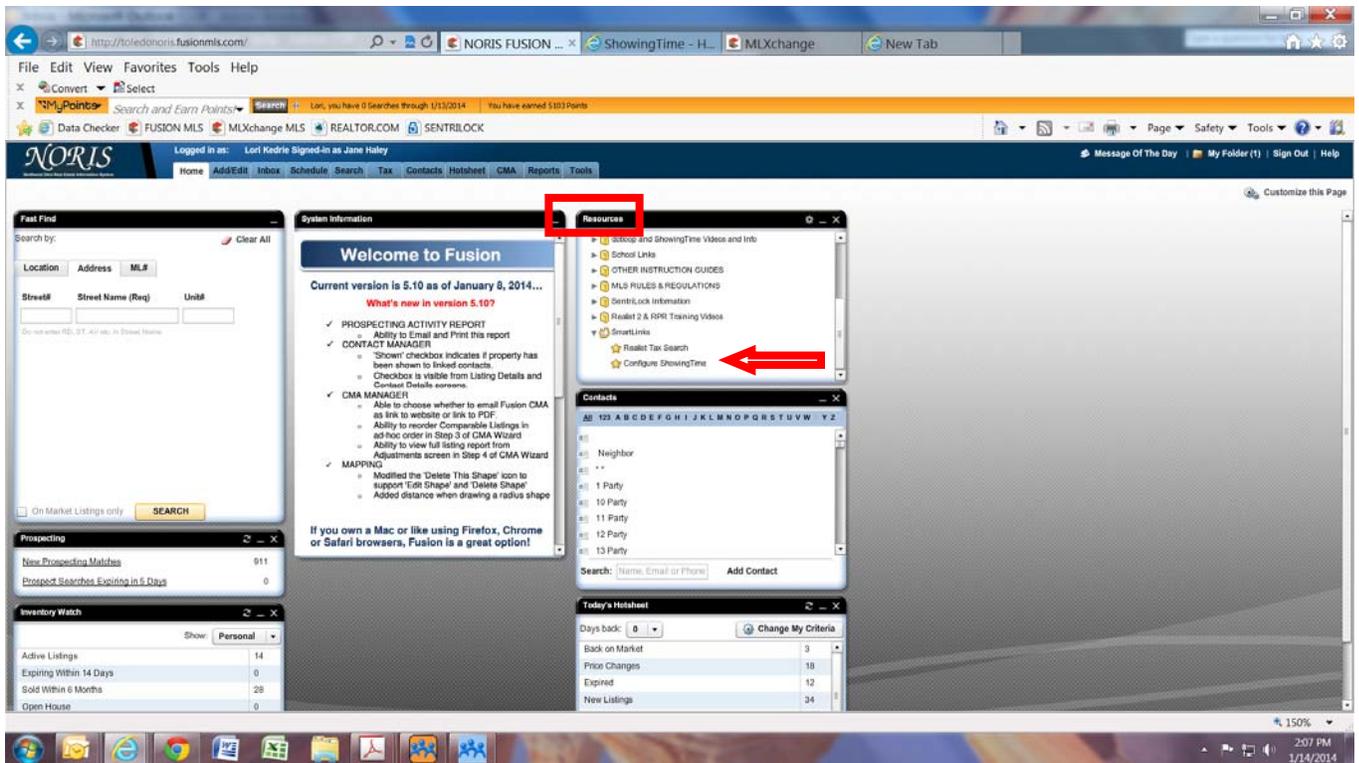


How to add a Co-lister or Owner/Occupant



Log in to Fusion in the Resources Gadget click on SmartLinks, then click Configure ShowingTime



How to add a Co-lister or Owner/Occupant

This will take you into ShowingTime. On the left hand side click Listing Setup. You will see all your listings on the right. Open the listing you wish to set up by clicking on the address.

The screenshot shows the ShowingTime Listing Manager interface. The browser address bar displays <http://apptocenter.showingdesk.com/Listings/Manager>. The page title is "The instructions for this listing are not complete." Below this, there is a message: "We've gone ahead and filled in your notification preferences; please verify these are correct for this listing, make any other changes to the listing, and click 'Save' to complete your instructions." There are two buttons: "Save Changes" (highlighted with a red arrow) and "Undo Changes".

The listing details section shows:

- Address: 6818 Fenwyck Unit# 24, Maumee, Ohio 43537
- Listing ID: 5061143
- Status: ACTIVE
- Price: \$84,900
- Presented By: Jane Haley

The "Contacts" section contains a table with the following data:

Order	Contact Details	Can Confirm Appts By:			Notify of Confirmed/Cancelled Appts By:		
		Text Message	Email	ShowingVoice	Text Message	Email	ShowingVoice
1st	Jane Haley (Listing Agent) (419) 886-2282 j.haley@realtor.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, there are buttons for "Add new Co-Listing Agent" and "Add New Owner/Occupant", both highlighted with a red box. A red arrow also points to the "Save Changes" button.

After clicking on the address you will be taken into the set up. From here you can make changes to how you would like to receive your notifications, add a co-listing agent, or add owner/occupant information.

Be sure to Save Changes when you are finished.